



CURRENT	FUTURE
Direct Deposit – can enter up to 2 bank accounts	Direct Deposit – can enter up to 4 bank accounts
Employees will enter approved leave time in their timesheet manually	Employees will enter approved leave time into Absence Management – which automatically updates the timesheet
Leave time may be used without checking balances	Employees’ leave balances are updated nightly
Employees manually complete forms or requests through their HR or payroll teams to view or submit updates	Enhanced Self-Service Features: <ul style="list-style-type: none"> • Family Status/Life Events • Direct Deposit Enrollment • Complete or Update Tax Forms W-4 & WH-4 • View and Print W-2 Form
Employees enter regular hours worked and leave time on their timesheets daily, weekly or end of pay period	Employees will be trained to enter labored hours worked daily